

STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Dept. of Business, Economic Development & Tourism
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

DBEDT seeks to contract with vendor to plan, produce and coordinate the Governor's Fashion Awards, with DBEDT, in conjunction with the Retail Merchants of Hawaii's Ho'okela Awards, an annual event that supports Hawaii's retail industry which also includes Governor's Fashion Awards but not specifically for fashion. Vendor will develop and implement the protocol for nominations and selection of award winners; design and provide an appropriate award; and produce a fashion awards event in conjunction with the retailers' award event. Vendor will develop criteria for both retail and fashion awards and develop a process for selection. A55

2. Vendor/Contractor/Service Provider Name:
Retail Merchants of Hawaii

3. Amount of Request:
NTE \$20,000.00

4. Term of contract (shall not exceed 12 months), if applicable:
From: 15-Jun-14 To: 31-Jan-15

5. Prior SPO-001, Sole Source (SS) No.:
N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The Retail Merchants of Hawaii (RMH) is the only industry association that solely represents retailers in the state that deal with a large cross-section of fashion related retailers, designers and manufacturers. Each year RMH honors Hawaii's outstanding retailers with their proprietary Ho'okela Awards of excellence, the association's annual conference. DBEDT seeks to collaborate with RMH to broaden the spectrum of these awards to include the fashion and retail, manufacturing and style industries through the Governor's Fashion Awards. This collaboration will be beneficial for both the fashion and retail businesses in working together to leverage support of one another's initiatives and will eliminate duplication of Governor's awards that are presented.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

For 2 years, DBEDT has been providing opportunities for Hawaii fashion businesses to expand their business by reaching new markets. By partnering with RMH, DBEDT's resources will be leveraged through the extensive network of RMH to plan and implement the Governor's Fashion Awards together with the Ho'okele Awards both of which will be under Hawaii Fashion Month. The Governor's Fashion Awards program will focus on a synergistic audience -- general retailers with fashion retailers, designers and stylists.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

It is not practicable or advantageous for the state to procure this service competitively since the proprietary RMH awards would best fit a collaboration with the Governor's Fashion Awards.

The Governor's Fashion Awards were handled by the RMH from administrations during the 1980s-1990s decade. The awards were dropped during the subsequent administrations. The awards program was resurrected by Governor Abercrombie in 2013.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The Hawaii Fashion Incubator coordinated the awards program in 2013, but has declined to take the project on this year due to confusion with a Governor's Award presented by the RMH during their annual Ho'okela Awards event.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

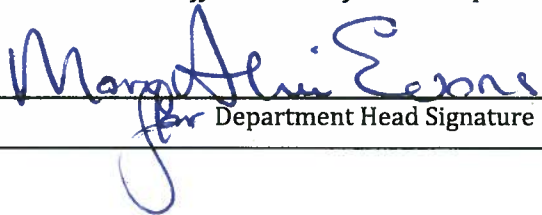
*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Dennis T. Ling	BDSD/DBEDT	587-2755	dling@dbedt.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided is to the best of my knowledge, true and correct.



Department Head Signature

3-27-14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 4/2/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is based on the department's representation that Retail Merchants of Hawaii has the exclusive rights to implement the Governor's Fashion Awards together with the Ho'okele Awards both of which will be under Hawaii Fashion month. This approval is for the period 6/15/14 to 6/30/15 and is for the solicitation process only. HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

It is noted that SPO does not have record that Dennis Ling has taken the Sole Source Workshop #110 and does not have procurement delegation. As a reminder, individual(s) participating in procurement activities are required to be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, *Statewide Procurement Training*, as appropriate.

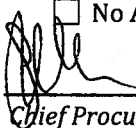
The department is reminded Procurement requests submitted to the SPO listing departmental personnel without written appropriate mandatory procurement training and delegation will be returned with no action taken. Workshop #110 is available on-line at <http://spo.hawaii.gov/for-state-county-personnel/training/on-demand-training/>.

If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

6/24/14

Date